

**Administrative - Internal Use Only**

*Yellow*

11 June 1981

MEMORANDUM FOR: C/AS/ODP  
DD/P/ODP  
DD/A/ODP  
C/SPS/ODP  
EXO/ODP

STAT FROM :   
Policy and Plans Group, Management Staff

STAT SUBJECT : Proposed  Full-Time Equivalent  
Employment Ceiling (FEC) DRAFT A

STAT  1. Attached for your review and comment is the proposed  
 related to FEC.

2. Any such comments should be returned by 15 June.

STAT

Attachment: a/s

**DISTRIBUTION:**

Original and 1 - Addressee  
2 - O/D/ODP  
1 - MS Chrono  
2 - ODP Registry

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5 June 1981

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Science and Technology  
Deputy Director for Operations  
Comptroller  
General Counsel  
Legislative Counsel  
Inspector General

STAT FROM: [REDACTED]  
Chief, Regulations Control Division

STAT SUBJECT: Proposed [REDACTED] Full-Time Equivalent Employment  
Ceilings, DRAFT A (Job #9612)

## FOR YOUR INFORMATION:

1. This proposed headquarters notice was initiated by the Office of Personnel and deals with full-time equivalent employment ceilings.

2. Priority handling on this headquarters notice would be appreciated. We plan to send the proposal forward for the approval of the Deputy Director for Administration on 17 June 1981. If you have any questions or comments, please contact [REDACTED] extension [REDACTED] before that date.

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## Attachments:

- A. Concurrence Sheet (OGC)  
B. Proposed [REDACTED]

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## FULL-TIME EQUIVALENT EMPLOYMENT CEILINGS

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1. Federal Civilian Employment will be controlled by the Office of Management and Budget (OMB) on the basis of full-time equivalent (FTE) employment, beginning with Fiscal Year 1982. Under FTE, ceilings will be in terms of the maximum number of hours (not including overtime) that employees can work during the fiscal year. The FTE ceiling will replace the existing end-of-year personnel ceiling system.

2. Employment ceilings will be stated in full-time equivalent terms; i.e., compensable work years. Compensable work years equal the total hours worked, excluding overtime and holiday time, divided by 2,080. Two ceilings will be provided to the Agency by OMB:

a. A ceiling on full-time permanent (FTP) employment representing an upper limit on the cumulative number of compensable work years for full-time employees with permanent appointments. FTP includes both staff and contract employees and reimbursable details to the Agency.

b. A ceiling on total employment representing an upper limit on the total compensable work years. This ceiling will be the sum of the FTP ceiling plus the FTE ceiling of other categories of employment. The latter includes part-time, temporary full-time, and intermittent employees. NOTE: Employees in nonceiling programs (Summer-Only, Student Trainee, and Graduate Fellows) are not charged to FTE ceilings.

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MANAGEMENT

3. The present monthly personnel strength reports will be continued. These reports will be supplemented by FTE reports which will be generated every four weeks to coincide with pay periods. The FTE reports will reflect, by directorate and major component, FTE (work year) ceilings, actual work years utilized to date, and a projection of work years for the remainder of the fiscal year based on continued usage at the rate of the most recent pay period. This information will be used by Agency management to monitor and, as necessary, adjust staffing levels within the overall Agency FTE ceilings.

4. The Office of Personnel shall conduct training and orientation sessions on the new FTE ceiling and reporting system in July 1981 for managers and staff specialists involved with personnel management.

Harry E. Fitzwater  
Deputy Director  
for  
Administration

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